

**U.S. Department of
Homeland Security**

**United States
Coast Guard**



Commandant
United States Coast Guard

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MEMORANDUM

Dr. Donna Mischell
Navarro
Digitally signed by Dr. Donna
Mischell Navarro
Date: 2023.02.04 09:21:08 -05'00'

From: Dr. D. M. Navarro, SES
Acting CG-1

Reply to CAPT A. Williams
Attn of: 202-475-5422

To: CG PSC

Subj: CORRECTING MILITARY RECORDS (COVID-19)

Ref: (a) COMDT COGARD WASHINGTON DC 111557Z JAN23/ALCOAST 012/23

1. Subsequent to reference (a), CG PSC shall remove all CG-3307 (P&D-41(series)), administrative remarks referencing the Coast Guard's COVID-19 vaccine requirement from active duty and reserve service members' personnel data records.
2. The order of priority for removal of CG-3307s shall be as follows:
 - a. all members going before a board or panel (not later than 1 Jul 2023),
 - b. all members who return to active duty or Selected Reserve will have their records corrected at that time,
 - c. members who have requested correction,
 - d. all remaining members (not later than 31 Dec 2023).
3. For service record-keeping purposes, CG PSC shall document who was discharged in association with the Coast Guard's COVID-19 vaccine requirement. The documentation should include the basis for discharge, discharge characterization, reenlistment code, and date of discharge.
4. Guidance for separated members will be provided via separate correspondence.

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